

INSTRUCTIONS FOR CORRECTION OF OFFICER PRESELECTION BRIEF (OPB)

It is your responsibility to ensure the accuracy of your record (specifically, the portion that will be reviewed by the promotion board) prior to the board convening. As a minimum, you should review your pre-selection brief following the instructions listed below. Errors left uncorrected could have a negative effect on your promotion opportunity. Therefore, these errors must be addressed in a timely manner. You will not be considered by a Special Selection Board if, in exercising reasonable diligence, you should have discovered an error or omission in your record and could have taken timely corrective action.

If you require no changes, no action is necessary. Review each data item to ensure it's accurate and complete. Print any correction(s) legibly next to the incorrect data. Return the brief (along with documentation to support the change) to your servicing MPF. **For personnel assigned to ORS, NNRPS, and NARS Reserve Sections:** The phone numbers in the Offices of Primary Responsibility column are the numbers you should contact to address problems with your OPB.

| Section | Description | OPR / POC: |
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| PERSONAL DATA | | |
| NAME; SSN; SEX; RACE; ETHNIC | Self Explanatory | HQ ARPC/DPSPP DSN: 926-7071 1-800-525-0102 (ARPC Call Center) |
| HAF | Identifies HQ USAF computer file where your record resides | N/A |
| ARF-ID | Air Reserve Forces Identifier. Further delineates your reserve assignment | N/A |
| RES SECTION | The section you are assigned to, i.e., Nonaffiliated Reserve Section; Obligated Reserve Section; Non-obligated, Nonparticipating Ready Personnel Section | HQ ARPC/DPRFP DSN: 926-6261 1-800-525-0102 (ARPC Call Center) |
| SOURCE OF COMMISSION | Reflects how you received your commission, e.g., "DP-Civ" is a direct commission from civilian status, "DP-Mil" is a direct commission from military status, "AF-Acad" is the Air Force Academy, etc. | HQ ARPC/DPRAA DSN: 926-6443 1-800-525-0102 (ARPC Call Center) |
| AERONAUTICAL / FLYING DATA | | |
| | If you are not a rated officer, this will read "non-applicable." The aeronautical rating and aviation service code should appear for all rated officers. Rated officers who have not performed rated duties within the last 5 years are disqualified from aviation service when they reach the five-year point | HQ ARPC/DPRAC DSN: 926-6450 1-800-525-0102 (ARPC Call Center) |
| DEVELOPMENTAL EDUCATION | | |
| | Reflects last four Developmental Education (DE) courses completed, the method of completion (residence/correspondence), and year of completion. DE courses include Squadron Officers School, Air Command and Staff College, Armed Forces Staff College, Air War College, Industrial College of the Armed Forces, and National War College. Comparable courses offered by other services or foreign governments are acceptable only if completed in-residence. Prior service members can get DE credit if they attend | HQ AU/CFRO DSN 493-4776 or Comm: (334) 953-4776. |

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| | <p>an equivalent DE course. Technical or specialty courses and short courses are not DE. DE above the appropriate level for the officer's grade is masked from promotion boards. For promotion to captain, ALL DE is masked; to major, DE above Basic Developmental Education (BDE) is masked, and to Lt Col, DE above Intermediate Developmental Education (IDE) is masked. If verification cannot be made through the ECI computer system, or you have completed DE from another service, you are required to submit a copy of the course completion certificate/diploma directly to HQ AU/CFRO; Officer DE Branch; 60 Schumacher Ave; MAFB, AL 36112 -- AF Forms 475, Diplomas and DD Forms 214 are accepted as verification of DE completion – Ensure your SSN is reflected on any source document provided. DSN 493-4814/4776 FAX 493-8127</p> | |
| AFSC DATA | | |
| | Reflects primary, secondary, and tertiary AFSCs. | <p>HQ ARPC/DPRPT DSN: 926-6396 1-800-525-0102 (ARPC Call Center)</p> |
| ACADEMIC EDUCATION | | |
| | Reflects your two most recent levels of education, to include your academic specialty. The Air Force Institute of Technology (AFIT) is the single input source for updating academic education. All correspondence to AFIT should include a statement indicating the name and date of board you are meeting. An Official Transcript is required for changes/updates. AFIT/RRE, 2950 P St., Bldg 641, Wright-Patterson AFB OH 45433-7765. | <p>AFIT/RRE DSN 785-6565 ext. 4324 or Comm: (937) 255-6565 ext. 4324</p> |
| DECORATIONS | | |
| | Reflects the decorations you have been awarded, the year of the most recent award, and the number of times you have been awarded the decoration. Decorations include the Air Force Achievement Medal and all those higher in precedence; i.e., Commendation Medals, Meritorious Service Medals, Bronze Star, Silver Star. Only decorations are listed; awards are not listed. | <p>HQ ARPC/DPRFQ DSN: 926-6134 1-800-525-0102 (ARPC Call Center)</p> |
| ASSIGNMENT HISTORY | | |
| | Reflects your duty assignments, including duty AFSC. There is a maximum of 10 entries. | <p>HQ ARPC/DPBR DSN: 926-7475 1-800-525-0102 (ARPC Call Center)</p> |
| PARTICIPATION SUMMARY / HISTORY | | |
| | <p>If you were participating in a Reserve of the Air Force assignment, even if you are currently in a nonparticipating assignment, a point history should be printed on your brief. Data shown includes:</p> <ul style="list-style-type: none"> a. The last 8 years of service b. Total points accrued through the closeout of the last Retention/Retirement (R/R) year c. Points accrued since closeout of the last R/R year d. Points since prior service, if any, in the current R/R year. <p>If you entered the Reserves from EAD and have not participated in a point earning assignment since your release from extended active duty, a point history will not be shown.</p> | <p>HQ ARPC/DPPKA DSN: 926-6375 1-800-525-0102 (ARPC Call Center)</p> |